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Bulletin Number	19125BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Human Resources Countywide Exams
Position Title	INFORMATION SYSTEMS ANALYST II
Rebulletin Information	THIS ANNOUNCEMENT IS A REBULLETIN TO REOPEN THE FILING PERIOD AND REVISE SALARY INFORMATION, SPECIAL REQUIREMENT INFORMATION, EXAMINATION CONTENT AND APPLICATION AND FILING INFORMATION. PERSONS WHO HAVE ALREADY APPLIED WITHIN THE LAST 12 MONTHS NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION BY THE LAST DAY OF FILING. THE INFORMATION MUST INCLUDE YOUR NAME, THE CORRECT EXAMINATION TITLE AND NUMBER.
Exam Number	R2591I
Filing Type	Open Continuous
Filing Start Date	10/29/2014
Salary Type	Monthly
Salary Minimum	5294.00
Salary Maximum	6942.55
General Information	-
Position/Program Information	FILING WILL BE SUSPENDED ON WEDNESDAY, NOVEMBER 12, 2014 AT 5 P.M. (PST). THE EXAM WILL REOPEN AS THE NEEDS OF THE SERVICE REQUIRE.

Essential Job Functions

The following tasks are performed under general supervision:

- 1) Identifies user, functional, and technical requirements for various information systems (e.g., computer systems, software applications, database systems, network systems, etc.) by conducting user interviews, surveys, and/or focus groups; performing workflow analyses; performing data analyses; identifying patterns in system and/or user errors; identifying security requirements; testing the functionality of modules, components, and/or entire information systems; performing system and network diagnosis and trend analyses; reviewing training materials; and assessing issues related to feasibility, time requirements, costs/benefits, and build/buy decision-making; etc. in order to make recommendations (e.g., to buy or build products, web-based system architecture, client server based or stand-alone, project timelines, etc.), identify and resolve potential problems, and assisting in the implementation and conversion project plans for new information systems and/or information system enhancements.
- 2) Researches new information systems, modules, and/or components by conducting comparative analyses and product evaluations of hardware, software, network systems, data systems, components, and/or related processes, etc. in order to evaluate the product's capability to meet the user, functional, and technical requirements and adhere to departmental, County, State, and Federal policies, procedures, laws and regulations.
- 3) Assists in designing implementation and conversion project plans by conducting and participating in the design phase; conducting a variety of preliminary tests (e.g., unit, integration, production simulation, load, network, etc.); and collaborating with project managers, users, technical staff, programmers, vendors, stakeholders, etc. to produce project timetables, task assignments, and testing criteria, etc. in order to facilitate the implementation of the new information systems and/or information system enhancements.
- 4) Acts as a technical liaison between various stakeholders of information systems (e.g., users, departmental leaders, project managers, vendors, programmers, other government agencies, etc.) by serving as the point of contact with respect to information system-related projects and functions; providing and receiving information (e.g.,

Essential Job Functions

recommendations, consultation, specifications, requirements, mandates, etc.); and conveying the needs, requirements, and technical information of the parties involved in order to facilitate and/or interpret communication between various stakeholders.

Continued

5) Coordinates information systems projects by collaborating with stakeholders of information systems (e.g., users, departmental leaders, project managers, vendors, programmers, other government agencies, etc.); monitoring progress on various assignments related to the project(s); providing supervisors with status updates; etc. by using software (e.g., Microsoft Project, Word, Excel, etc.); email; or other appropriate methods to ensure the completion and successful implementation, integration, transition, and/or efficiency of new information systems and/or information system enhancements.

6) Supports existing information systems by monitoring the various information systems, modules, and/or components; setting up and configuring hardware and system components for local systems; installing and configuring software (e.g., operating systems); assessing and optimizing system performance; and providing various troubleshooting, maintenance (e.g., updates, patches, back-ups, etc.) and technical support in order to ensure that the information system adheres with system development methodology and departmental, County, State, and Federal policies, procedures, laws and regulations.

7) Provides orientation and/or technical training to various stakeholders (e.g., end-users, technical staff, and management) by teaching functions, procedures, and processes of various information systems (e.g., off-the-shelf, and/or proprietary) in order to provide individuals with the necessary information to operate, maintain, and/or support various information systems

8) Prepares a variety of documents (e.g., project and system specifications, progress reports, change management documents, system design and requirements documents, migration plans, users manuals, reports, emails, etc.) by compiling and organizing data, directions, and information in a logical manner using appropriate computer software (e.g., word processing, email, diagram, spreadsheet, project management, database management, etc.), in order to facilitate accurate and effective communication, reporting, and record keeping within and between various stakeholders of information systems (e.g., users, departmental leaders, project managers, vendors, programmers, other government agencies, etc.).

Requirements**SELECTION REQUIREMENTS:**

OPTION I: Graduation from an accredited* college or university with a Bachelor's degree in Computer Science, Information Systems, or a closely related field and ONE (1) year of recent, full-time, paid experience within the past five (5) years in information systems analysis and design in a centralized** information technology organization.

OPTION II: One (1) year of experience at the level of Information Systems Analyst I***.

OPTION III: Two (2) years of recent, full-time, paid experience in information systems analysis and design within the past five (5) years in a centralized** information technology organization.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information

**Centralized IT organization is defined in the County of Los Angeles as that which is responsible, under the direction or guidance of the Chief Information Technology official (or, at Sheriff Department, the coordinated executive command structure) for the department or major organizational unit, for providing comprehensive IT services including analysis, design, acquisition, and/or development, implementation, maintenance, or support of information systems; and in which the work performed is in direct relationship to the IT requirements and initiatives of the department or major organizational unit.

***Experience at the level of an Information System Analyst I in the County of Los Angeles is defined as: under close supervision, using established procedures, defines and analyzes requirements and business functions, defines functional system

specifications and tests and coordinates the implementation of new application systems and/or revisions to existing systems.

In order to receive credit for the required degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization at the time of filing or during the examination process.

PLEASE DESCRIBE YOUR ASSIGNED DUTIES FOR EACH JOB LISTED ON YOUR APPLICATION REGARDLESS OF WHETHER YOU BELIEVE THE DUTIES ARE CONSISTENT WITH THE JOB TITLE.

Accreditation Information

Accreditation: *Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content

This examination will consist of two (2) parts:

PART I - A Written Test that consists of both computerized and paper-and-pencil components covering reading comprehension, data analysis and decision making/mathematics, written expression, deductive reasoning, professional potential, achievement, independence, influence, confidence and optimism, and reliability **weighted 50%**.

- Applicants who have taken identical test parts for other exams within the last twelve (12) months will have their scores for the identical test part(s) automatically transferred to this examination.
- This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your application, your scores may be transferred to the new examination and you may not be allowed to retake any identical test part(s) for at least a year.

Only those candidates who pass the written test will be eligible to proceed to the Structured Interview (Part II).

Written test scores cannot be given over the phone.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

PART II - A Structured Interview that consists of job preparation; detail orientation; ethical behavior; interpersonal and oral communication; and advanced information systems analysis **weighted 50%**.

Invitation letters for all exam parts may be sent electronically to the email address provided on the application. It is important that candidates provide a valid email address.

Candidates will be notified of their test results by U.S. mail. Scores cannot be given over the telephone.

APPLICANTS MUST MEET THE SELECTION REQUIREMENTS AND MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON EACH WEIGHTED PART OF THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.

Vacancy Information

An eligible register resulting from this examination will be used to fill vacancies at various Los Angeles County departments.

The certified eligible register(s) may also be used as a substitute list to allow departments countywide to hire vacant positions for Information Systems Analyst I.

Eligibility Information

Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group and will remain on the register for a

period of 12 months following the date of promulgation.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

**Application and
Filing Information**

All applicants are required to submit a Standard County of Los Angeles Employment Application **ONLINE** only. Applications will not be accepted by mail, fax, or in person.

INSTRUCTIONS FOR FILING ONLINE:

To access this bulletin online, visit our website at <http://hr.lacounty.gov>.

Apply online by clicking on the tab above or below this bulletin that reads "Apply to Job".

Applicants may upload required or additional documents (i.e. copy of degree, certification, etc.) as attachment(s) at the time of filing or during the examination process.

The acceptance of your application depends on whether you have clearly shown that you meet the **SELECTION REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education include the names and addresses of schools/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree (s) earned, dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Department
Contact Name**

Exam Analyst

Department Contact Phone	213-738-2084
Department Contact Email	edeguia@hr.lacounty.gov or dbatungbacal@hr.lacounty.gov
ADA Coordinator Phone	213-351-2951
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922
Alternate TTY Phone	800-897-0077
Job Field	Information Technology
Job Type	All Others